



## **Application for Part-Time Administrative Assistant**

**Position Title:** Part-Time Administrative Assistant

**Organization:** Huntsville Education Association (HEA)

**Location:** Huntsville, Alabama

**Hours:** Flexible; Approximately 16 - 20 hours per week

### **About Us:**

The Huntsville Education Association represents the interests and needs of educators and school personnel in Huntsville, Alabama. We are dedicated to fostering a collaborative and supportive environment for our members and ensuring that their voices are heard in matters of education policy, workplace rights, and professional development.

We are seeking a detail-oriented and organized Part-Time Administrative Assistant to join our team. The ideal candidate will provide administrative support to ensure smooth day-to-day operations, helping HEA fulfill its mission of supporting educators and enhancing education in our community.

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### **Responsibilities:**

- Provide general administrative support, including answering phones, responding to emails, and managing correspondence.
  - Maintain organized records and databases, including membership information and event registrations with knowledge of Quicken and bookkeeping.
  - Assist in planning and coordinating meetings, workshops, and events.
  - Manage office supplies, equipment, and inventory.
  - Prepare and distribute agendas, minutes, and materials for meetings.
  - Maintain HEA's calendar, scheduling appointments and activities as needed.
  - Assist with social media updates, newsletters, and other communication tasks.
  - Perform other administrative duties as assigned to support the HEA team.
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### **Qualifications:**

- High school diploma or equivalent; Associate's degree preferred.
- Proven experience in an administrative role (5+ years preferred).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Quicken for Business, and familiarity with database management.
- Excellent organizational skills with attention to detail.
- Strong written and verbal communication skills.
- Ability to prioritize tasks and manage time effectively

- Strong interpersonal skills and the ability to work collaboratively in a team setting.
  - Familiarity with education or union-related organizations is a plus but not required.
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### **Benefits:**

- Competitive hourly rate.
  - Flexible work schedule.
  - Opportunity to work in a meaningful role supporting educators and the local community.
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### **How to Apply:**

To apply for the position of Part-Time Administrative Assistant, please submit the following:

1. A completed application form (attached below).
2. Your resume, detailing relevant work experience.
3. A brief cover letter explaining your interest in the role and how your skills align with the position.

**Application Deadline:** January 10, 2025

Applications can be submitted via email to [hsvedu@bellsouth.net](mailto:hsvedu@bellsouth.net) or mailed to:

Huntsville Education Association  
709 Arcadia Circle NW  
Huntsville, AL 35801

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**Application Form:**

**Personal Information:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

**Work Experience:**

- Are you currently employed? Yes / No
- Relevant Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Additional Skills or Certifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability:**

- Days/Times Available: \_\_\_\_\_

**References:**

- Name: \_\_\_\_\_ Contact: \_\_\_\_\_
- Name: \_\_\_\_\_ Contact: \_\_\_\_\_

We look forward to reviewing your application and welcoming a new member to our dedicated team!